# HERTS2 User Manual

# Hawaii Campaign Spending Commission

**NIC Technologies, Inc.**

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# Section 1

# Getting Started

The HERTS2 User Manual contains detailed information about using the HERTS2 software program for Microsoft ® Windows™.

**HERTS2 -** Hawaii Electronic Reporting and Tracking System (HERTS) is a second generation software program developed by NIC Technologies for the State of Hawaii, Campaign Spending Commission. The software program will allow you to enter all filing transactions (Contributions, Expenditures, etc.) directly into the program. After you enter the required information, **HERTS2** creates all necessary forms for electronic filing, validates the information, and submits the information electronically or makes the information available for saving to diskette.



***Acknowledgments***

HERTS2 was developed for the State of Hawaii, Campaign Spending Commission by:

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Program Design by NIC Technologies, Inc.

The **HERTS2** User Manual was written and designed by NIC Technologies, Inc.

## ***Installation***

***System Requirements***

- Windows 95/98/NT 4.0 compatible operating system.
- It is recommended that the **HERTS2** software be used on a machine with 64 MB of RAM or more if the dataset is going to contain over 100,000 transactions and/or names.

## ***Starting HERTS2 for the First Time***

Once you've successfully installed HERTS2, an application group (for Windows) called Hawaii Electronic Filing System is now accessible under the Start Menu, Programs folder. Select the appropriate icon (HERTS2). The program will open and is now ready for new record entries or for opening existing data sets.

## ***Toolbars and Status Bars***

If the program has just been opened for the first time, or no existing dataset has been selected for modifying or editing, the toolbar is inactive with the exception of the New and Open shortcut buttons. The status bar, always located at the bottom of the HERTS2 window, will indicate that the program is 'Ready' for an action.

‘Hovering’ (mouse-over) with your pointing device over any shortcut icon on the toolbar will display a description of that shortcut function.

Once a new dataset is opened, other toolbar-shortcut buttons will become available as relevant data is entered. In all, there are eight shortcut buttons, each dependent upon the current phase of data entry, and which window is currently activated within HERTS2.

- **New** — Brings up the HERTS Wizard to create a new HERTS2 dataset.
- **Open** — Calls the Windows *Look In* feature, to locate an existing HERTS2 dataset.
- **Save** — Calls the Windows *Save In* feature, to save the current dataset to a specified location.
- **Print Form** — Calls the HIPrint application, and displays an electronic representation of a pre-selected Schedule.
- **Validate Form** — Calls the HERTS2 validation application that runs the data for a selected report through a data validation check and lists any errors.
- **New item** — Provides a shortcut for entering new information within a pre-selected window.
- **Modify item** — Provides a shortcut for modifying existing information that must be pre-selected within an active window.
- **Delete Item** — Provides a shortcut for deleting the current item.
- **Refresh Non-compliant Transactions** — Refreshes all non-compliant transactions.
- **Context Menu** — Provides a shortcut for some Edit commands, as well as the commands available by right clicking the mouse button.
- **HERTS Help** — Opens the HERTS Help window.

The status bar will indicate the function of each toolbar shortcut when a pointing device is directed to hover over it.

## ***User Preferences***

There are several options the user can exercise in order to customize the appearance of the various HERTS2 windows. These customizations will carry over, so that whenever the dataset is retrieved for modifications, the previous settings will be restored.

The Windows Menu, located above the toolbar, has six different options to customize your HERTS2 windows.

- **Tile Horizontal** Arranges all open windows to best fit, horizontally.
- **Tile Vertical** Arranges all open windows to best fit, vertically.
- **Cascade** Arranges all open windows to best fit, layered.
- **Arrange Icons** When all windows are minimized, icon representations will be arranged at the bottom of the HERTS2 screen.
- **Toolbar** When checked, the toolbar remains near the top of the HERTS2 screen. When unchecked, the toolbar is not present.
- **Status Bar** When checked, the status bar remains at the bottom of the HERTS2 screen. When unchecked, the status bar is not present.
- **Welcome Screen** When checked, the welcome screen appears at startup. When unchecked, the welcome screen does not appear at startup.
- **Wizard** When checked, the wizard helps new users with the common initial tasks involved in creating an electronic filing. When unchecked, the wizard screen does not appear at startup.

In addition to the Windows Menu customization features, there are certain functions inherent to the HERTS2 application, which allow for greater preference flexibility:

- **Click and Drag** Resize You may resize a column within any active window. Direct your pointing device to the column boundary. The pointer will change to enable resizing. Click once and hold as you drag the column to the desired width.

  You may also resize any window within the HERTS2 software screen by directing your pointer to the window boundary. Once the pointer changes to enable resizing click and drag the window border to the desired dimension. This may be done horizontally and vertically.

- **Click and Drag** Prioritize You may move column headers in front of and after other headers based on your preference. Direct your pointing device to the column header that you wish to move. Click and drag that header in the direction you wish to move it. A shadowed copy of that header will move with your cursor. Release when you have moved the header to the desired location.

- **Sort** Within certain active windows, you may right click and sort by criteria. Select your priority, from highest to lowest, and choose OK. Alternatively, you may enact the sort feature from the View Menu. A window must be pre-selected to use the View Menu sort option.

## ***Navigating within HERTS2***

When entering information into fields, the tab key on your keyboard is an easy way to advance to the next field. Holding down the shift key and pressing tab will send your cursor to the previous field.

***Keyboard Shortcuts***

- **Insert** The insert key functions as a shortcut for the new command under the edit menu. *
- **Delete** The Delete key functions as a shortcut for the delete command under the edit menu. *
- **Ctrl + m** This key combination functions as a shortcut for the modify command under the edit menu. *
- **Ctrl + c** This key combination functions as a shortcut for the Clone command under the edit menu. *
- **Ctrl + e** This key combination functions as a shortcut for the Refresh Non-compliant Transactions command under the edit menu. *

* An alternative to both the edit menu commands and the keyboard shortcut commands is right clicking using your pointing device within an active window and choosing to add, modify or delete a selection. Remember that an entry cannot be deleted if there are dependent entries anywhere else within the dataset.

***Drop-down Lists***

Drop-down lists are found in several data entry windows within the HERTS2 program. To access the content of a drop-down list, simply click on the “down arrow” located directly to the right of the first available heading. You are then able to make your selection using either your mouse pointer or the directional arrows on your keyboard.

# Section 2

## The Process of Using HERTS2

The HERTS2 software is designed for ease of use in reporting Contributions and Expenditures electronically. It is important to familiarize yourself with the program menus and their respective options in order to minimize complications during the electronic filing process.

- **Note:** The term dataset refers to a data file, which contains all names, transactions, etc. for a specific filing. A dataset file will have an extension type of **HI_DCf**. Preceding this extension will be the name you have saved your file as. If you did not give your file a specific name, it will be given a sequential number.

### ***File Menu***

The File Menu contains all the basic options necessary to Open, Save, Save As and create New files, as well as containing Validation, Preview, Import and Upload utility commands. There are also *Print* and *Print Setup* commands, and a list of recently opened files.

**New**
Opens a new dataset template, ready for data input. If you choose this option after having already initiated a new filing, or after opening an existing filing, you will be prompted to save the current dataset.

**Open**
Initiates a search window to locate an existing dataset. The search will default to your HERTS2 directory, where your datasets are stored automatically. If you purposely store your datasets under a different directory or are restoring from a floppy diskette, you will have to manually navigate to that directory or drive.

**Close**
Closes the active dataset. If changes have been incurred since the dataset was opened, you will be prompted to save those changes.

**Save**
Saves the active dataset to the default HERTS2 directory.

**Save As**
Opens navigation window to save the dataset in an alternate directory or under a different prefix. Save As is useful for backing up the dataset either to a floppy diskette or a different directory.

**Import**
Allows for importing of entities (with their address information) in CSV format. This function is dependent on the existence of an existing CSV file (i.e., previous export of another dataset's entity information).

**Validate**
Submits data for a selected report into the HERTS2 built-in Validation process. A list of errors, if any, will appear with descriptive information so that you may return to your dataset and correct these errors if necessary.

**Print Report**
Launches the HIPrint utility to preview your data in an electronic representation of relevant Forms and Schedules. There is a print feature within the preview screen to print this representation.

**Upload**
Launches both the Validation and HILoad utilities in order to 1) validate information for missing or errant data and 2) submit filing electronically over the Internet or; upload to diskette for mail-in submission.

**Print**
Prints the validation report. The validator must be run in order to enable the print function. There is a print option within the preview utility (HIPrint), which allows for printing copies of your data in report form.

**Print Setup**
Launches the print setup dialogue box. Printer specifications can be set at this time.

**Preview**
Launches a utility to view and print all entities or transactions. To set the order in which they appear, use the sort command and select your preference prior to initiating the preview utility.

**Exit**
Exits the HERTS2 program. If changes made to an active dataset were not saved, you will be prompted to do so before the program closes.

## ***Edit Menu***

The Edit Menu contains all the basic options necessary to Modify, Delete and create New files, as well as Clone, New Payback, New Accrual, File Form, Amend, and De-report commands.

**New**
Opens the active window's data entry screen for adding entities, transactions or other information.

**Modify**
Opens the data entry screen listing information specific to a selected entry within an active window. All data will appear as originally entered and will be available for modification. If modifications are made, the HERTS2 program will prompt the user to verify the modified data.

**Delete**
Deletes a selected entry within an active window. If there is information dependent on this entry elsewhere within the dataset, you will be prompted with this notification and will not be permitted to delete the entry.

**Clone**
The Clone feature allows users to make copies of an already existing entry without having to go through using the summary page to initiate the transaction.

**New Payback**
Add / Remove transactions that decrease the balance on the selected loan / debt.

**New Accrual**
Add / Remove transactions that increase the balance on the selected loan / debt.

**File Form**
File the selected form.

**Amend**
Amends the selected form or transaction.

**De-report** (When working within an amendment)
To completely remove a transaction from a report, choose the de-report function. The program then creates a zero-amount transaction and marks the original transaction as being amended.

## ***View Menu***

The View Menu lists windows within the HERTS2 software program, which display information existing within a dataset. Selecting an option from this menu (with the exception of sort) will display the window for that description (these windows may be arranged according to your preference – see *User Preferences*, Section 1).

Each different information window (Names, Reports, Transactions, Summary Page, Report Transactions, Refresh Non-Compliant Transactions and Sort) will spawn a different data entry/modification window.

**Names**
Opens the Names window for adding, modifying or deleting entities.

**Reports**
Opens the Reports window for adding, modifying or deleting a report, as well as providing an option for filing a report (See *Creating a Filing*, Sec. 3).

**Transactions**
Opens the Transactions window for adding, modifying or deleting transactions. This window lists all transactions for all reports.

**Summary Page**
Opens the summary window for entering all types of new transactions (See *The Summary Page*, Sec. 3).

**Report Transactions**
Opens the window listing all transactions specific to a selected report.

**Refresh Non-Compliant Transactions**
Checks and refreshes the transactions for selected forms for validity and highlights the non-compliant transactions in the transaction view by displaying **Non-Compliant** next to it.

**Sort…**
Allows you to set sort priority for a specified window (applicable windows: Names, All Transactions and Election Cycles). See *Sort* under *User Preferences*, Sec. 1.

## ***Accessing Program Help***

To access the electronic help utility, go to the help menu and select the help application, or press the F1 key (function 1) on your keyboard.

## Section 3

## Creating a Filing

The Windows within HERTS2 are all inter-dependent, with specific characteristics to promote a simple and organized electronic filing. As your filing progresses, reports, election cycles, entities and transactions will appear in their respective windows, but there may be inherent dependencies between any given combination of entries. While all entries are available to relate transactions or other information to, not all entries can be removed from you're dataset without first eliminating these dependencies.

There are several steps involved in creating a Filing. It is recommended that, upon establishing your committee information you proceed to:

- Creating a Committee
- Creating a Report
- Establish Transactions and related Entities

Completing the tasks in this order helps to promote filing integrity, as all necessary filing foundations are then pre-established.

### ***Entering Names***

Entering names is an integral activity within the HERTS2 program. Relations to and from every transaction will depend on entity information, be it an individual, candidate, or any of several entity types listed below. All of the information for these entity types will be entered under the Names window and related Name Information window.

Entering entity information can be accomplished by directly accessing the Names window, as well as creating an 'on the fly' entry.

To enter entity information directly into the Names window, make sure that the Names window is selected and either right-click within the window itself and select new, select new from the Edit menu, or use any of the navigational shortcuts listed under Section 1.

To enter entity information 'on the fly' (within a transaction information window); enter an entity name in the required field (for example, when recording a Contribution, the first field in the transaction information window will request an entity). The system will quickly perform a check to ensure that this name does not already exist within the Names window. If it does not exist (has not been previously entered), the program will automatically prompt you with the entity information window. After all required entity information has been entered, choose **OK**. The program will return to the transaction information window with the entity you have just entered, pre-selected. The Names window will automatically be updated with this information.

You may enter all entities that pertain to your filing using the Name Information data entry window. Possible entity types include:

- Candidate
- Candidate Committee
- Financial Institution
- Individual
- Other entity
- Non-candidate Committee
- Political Party
- Vendor/Business

Depending on the entity you are recording, certain fields within the Name Information window may or may not be required.

You will need to relate certain transactions to their relevant entities as you progress toward completion of a filing.  At any time during a filing, you may access this Name Information window to add, modify or delete entities.  In most windows you may submit entity information on the fly.

## ***Setting up a New Committee***

Select New from the File Menu and Enter Committee information into the Name information screen.

## ***Committee Information***

Enter Committee information into the Name Information window as you would any other entity relevant to this filing.

**NOTE:** Certain fields will be disabled depending on the "Type" that is created.

- **Last/Business Name** — Enter the last name of the entity, or business name.
- **First Name** — Enter the first name of the entity, or leave blank if it is a business.
- **Prefix** — Enter a prefix, or use the drop-down list to search for an existing prefix.
- **Suffix** — Enter a suffix, or use the drop-down list to search for an existing suffix.
- **Type** — Use the drop-down list to select the correct type of entity. Entity types include: Candidate, Candidate Committee, Financial Institution, Individual, Other entity, Non-candidate Committee, Political Party and Vendor / Business.  You may enter the first letter of the type you intend to select to enact a rapid-search feature.
- **ID** — Enter the ID, assigned by the Hawaii Campaign Spending Commission.
  This is required only for Candidate Committee type.
- **Address, City, State, Zip** — Enter the relevant address information into the appropriate fields.
- **Business Phone** — Enter the relevant Business phone for this entity.
- **E-mail Address** — Enter the relevant E-mail Address for this entity.
- **Employer** — Enter the relevant Employer for this entity.
- **Occupation** — Enter the relevant Occupation for this entity.
- **Account Number** — Enter the relevant Account Number.  Check if Checking or Savings.

Choose **OK** to update your committee with the information you have entered or choose **Cancel** to return to the name window without adding or updating information.

## ***Creating Reports***

### *Creating an Organizational Report*

To create an Organizational Report, select Reports from the View menu. With the Reports window activated, either select New from the Edit Menu or right click on the Reports window and then select New. You will be prompted with a Select form type window. Choose Organizational Report and click **OK.** You will be prompted with an Organization report information window for entering relevant and required Organizational Report information

## ***Report Information***

Enter the Statement of Organization Report information into the Report window as you would any other entity relevant to this filing.

- **Candidate** — Enter the desired Candidate.
- **Election cycle running in** — Enter the Election cycle running in. Select the Election cycle from the drop down menu.
- **Chairperson** — Enter the desired Chairperson.
- **Deputy Chairperson** — Enter the desired Deputy Chairperson.
- **Treasurer** — Enter the desired Treasurer.
- **Deputy Treasurer** — Select by double-clicking on selection in the list.
- **Committee Depository** — Select by double-clicking on selection in the list.
- **Candidate's Party affiliation** — Enter the Candidate's Party affiliation.
- **Check Box** — By checking this box, the candidate agrees to the statement as defined on the Statement of Organization report screen.

Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

#### ***Modifying or Deleting a Organizational Report***

For modifying this report, right-click within the Transactions window on the report that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting this report, right-click within the Transactions window on the report that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies elsewhere within this report, HERTS2 will prompt you to verify deletion of this report. Choose **Yes** if you are sure you want to delete this report. If there are dependencies elsewhere within this report, HERTS2 will prompt you with a warning and you will be unable to delete this report at this time.

## ***Creating a Disclosure Report – Candidate Committee***

To create a Disclosure Report – Candidate Committee, select from the View menu. With the Reports window activated, either select New from the Edit Menu or right click on the Reports window and then select New. You will be prompted with a Select form type window. Choose Disclosure Report – Candidate Committee and click **OK.** You will be prompted with a Disclosure Report information window for entering relevant and required Disclosure Report – Candidate Committee information.

## ***Report Information***

Enter Report information into the Disclosure report window as you would any other entity relevant to this filing.

- **Date From** — Enter the beginning date of the report.
- **Date Thru** — Enter the ending date of the report.
- **Election date** — Enter the date of the election.
- **Type** — Select the desired type from the drop down list. Choose from the following types: 1st Preliminary Primary, 2nd Preliminary Primary, Final Primary, Preliminary General, Final Election Period and Supplemental.
- **Candidate** — Enter the desired Candidate.
- **Election cycle running in** — Select the desired Election cycle running in, from the drop down list.

Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### ***Modifying or Deleting a Disclosure Report - Candidate Committee***

For modifying this report, right-click within the Transactions window on the Disclosure Report that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting this report, right-click within the Transactions window on the Disclosure Report that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies elsewhere within this report, HERTS2 will prompt you to verify deletion of this report. Choose **Yes** if you are sure you want to delete this report. If there are dependencies elsewhere within this report, HERTS2 will prompt you with a warning and you will be unable to delete this report at this time.

## ***Creating an Application for Public Funds Report***

To create an Application for Public Funds Report, select from the View menu. With the Reports window activated, either select New from the Edit Menu or right click on the Reports window and then select New. You will be prompted with a Select form type window. Choose Application for Public Funds Report and click **OK.** You will be prompted with an Application for Public Funds Report information window for entering relevant and required Application for Public Funds Report information.

## ***Report Information***

Enter Report information into the Application for Public Funds Report window as you would any other entity relevant to this filing.

- **Date From** — Enter the beginning date of the report.
- **Date Thru** — Enter the ending date of the report.
- **Election Date** — Enter the date of the election.
- **Candidate** — Enter the desired Candidate.
- **Type Of Application** — Select either Initial Public Fund Application or Additional Public Fund Application.
- **Matching Payment Period** — Select either Primary/1$^{st}$, Special Election or General/2$^{nd}$ Special Election.
- **Minimum Qualifying Contribution** — Select appropriate contribution from the drop-down menu.
- **Intent To Seek Filed On** — The filing date of the Statement of Intent to Seek Qualifying Campaign Contributions form.
- **Social Security Number** — Enter Social Security Number.

Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### ***Modifying or Deleting an Application for Public Funds Report***

For modifying this report, right-click within the Transactions window on the Application for Public Funds Report that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting this report, right-click within the Transactions window on the Application for Public Funds Report that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies elsewhere within this report, HERTS2 will prompt you to verify deletion of this report. Choose **Yes** if you are sure you want to delete this report. If there are dependencies elsewhere within this report, HERTS2 will prompt you with a warning and you will be unable to delete this report at this time.

## ***Creating an Expenditure of Public Funds Report***

To create an Expenditure of Public Funds Report, select from the View menu. With the Reports window activated, either select New from the Edit Menu or right click on the Reports window and then select New. You will be prompted with a Select form type window. Choose Expenditure of Public Funds Report and click **OK.** You will be prompted with an Expenditure of Public Funds Report information window for entering relevant and required Expenditure of Public Funds Report information.

## ***Report Information***

Enter Report information into the Expenditure of Public Funds Report window as you would any other entity relevant to this filing.

- **Date From** — Enter the beginning date of the report.
- **Date Thru** — Enter the ending date of the report.
- **Election Date** — Enter the date of the election.
- **Candidate** — Enter the desired Candidate.
- **Type Of Application** — Select either Initial Expenditure of Public Funds or Additional Expenditure of Public Funds.
- **Matching Payment Period** — Select either Primary/1st, Special Election or General/2nd Special Election.
- **Minimum Qualifying Contribution** — Select appropriate contribution from the drop-down menu.
- **Intent To Seek Filed On** — The filing date of the Statement of Intent to Seek Qualifying Campaign Contributions form.
- **Social Security Number** — Enter Social Security Number.

Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### ***Modifying or Deleting an Expenditure of Public Funds Report***

For modifying this report, right-click within the Transactions window on the Expenditure of Public Funds Report that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting this report, right-click within the Transactions window on the Expenditure of Public Funds Report that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies elsewhere within this report, HERTS2 will prompt you to verify deletion of this report. Choose **Yes** if you are sure you want to delete this report. If there are dependencies elsewhere within this report, HERTS2 will prompt you with a warning and you will be unable to delete this report at this time.

## ***Creating a Termination Report***

To create a Termination Report, select the Organizational report you wish to terminate from the report window. With the Reports window activated, right click on the Reports window and then select Terminate Registration and click **OK.** You will be prompted with a Termination Registration information window for entering relevant Termination Report information. You are allowed to create one Termination report for each Organizational report.

## ***Report Information***

Enter Report information into the Termination Registration report window.

- **Candidate Committee / State and County Contractor** — Enter the Candidate Committee / State and County Contractor.
- **Election cycle running in** — Select the desired Election cycle running in, from the drop down list.

Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *Modifying or Deleting a Termination Report*

For modifying this report, right-click within the Transactions window on the Termination Report that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting this report, right-click within the Transactions window on the Termination Report that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies elsewhere within this report, HERTS2 will prompt you to verify deletion of this report. Choose **Yes** if you are sure you want to delete this report. If there are dependencies elsewhere within this report, HERTS2 will prompt you with a warning and you will be unable to delete this report at this time.

## ***The Summary Page***

The summary page lists each different summary line and serves as a 'launching' window to record specific transactions for specific reports. With a report selected, double-click on a transaction within this window (or select New from the edit menu) and you will be prompted with the transaction information window according to your selection. Certain transactions within this window will require that you double-click on the appropriate listed schedule, as there are different options within a single transaction

The Id column in the summary window displays an auto-generated number by which to track related transactions. For instance, an original transaction for a loan is automatically assigned an Id number. Any future transaction (for instance, a payment toward this loan) will reference this Id number so that it may be easily identified and traced.

## ***Entering Transactions***

### Schedule A – Monetary and Non-Monetary Contributions - Candidate Committee

***Recording Monetary and Non-Monetary Contributions - Candidate Committee***

- Select Contributions from within the descriptions of the Summary Page.
- Double-click (or use an alternative shortcut method, see Navigating, Sec.1) on Contributions to launch the transaction information window.
- Enter appropriate Contribution information as follows:

| | |
|---|---|
| **Name** | Enter the name of the contributing entity. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information (See instructions under **Names**, Sec. 3). |
| **Date** | Enter the date of deposit for this Contribution. |
| **Amount** | Enter the amount of this Contribution. |
| **Check Box** | Check if a Non-monetary Contribution. |
| **Description** | Description required if this is a non-monetary contribution. |
| **Guardian** | Enter Guardian of Contribution if from a Dependant Minor. |

- For additional Contribution entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

- Contribution will appear under the Transactions window, and will be marked with an asterisk (indicating a Non-monetary Contribution) under the Transactions window.

**Qualifying Contributions for Public Funding -** At the bottom of the Transaction window you may select from either Primary/1st Special Election or General/2nd Special Election, your reports will automatically update.

If a Contribution is in the amount of $100.00 or less, the information will be recorded as an Un-itemized Contribution and will appear under the Transactions window but will not be itemized on the final report.

If a Contribution is in the amount of $100.01 or more, the information will be recorded as an Itemized Contribution and will appear under the Transactions Window and the final report.

For multiple Contributions from a single entity that, in aggregate total, meet or exceed the reporting threshold of $100.01, that Contribution which exceeds the threshold shall appear as an Itemized Contribution, as will each one thereafter.

***Modifying, Deleting or Cloning a Monetary and Non-Monetary Contribution - Candidate Committee Itemized Contribution***

For modifying a Contribution, right-click within the Transactions window on the Contribution that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.

- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting a Contribution, right-click within the Transactions window on the Contribution that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Contribution elsewhere within this report, HERTS2 will prompt you to verify deletion of this Contribution. Choose **Yes** if you are sure you want to delete this Contribution. If there are dependencies elsewhere within this report that require this Contribution be included, HERTS2 will prompt you with this warning and you will be unable to delete the Contribution at this time.

For cloning a Contribution, right-click within the Transactions window on the Contribution that you wish to Clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.
- **Note:** The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

***Performing a New Split to a Monetary and Non-Monetary Contribution - Candidate Committee Itemized Contribution***

For performing a new split to a Contribution, right-click within the Transactions window on the Contribution that you wish to perform a new split on and:

- Select New Split from the edit window or right-click the mouse button and select New Split.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.
- Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

## Schedule B – Expenditures – Candidate Committee

### *Recording Expenditures – Candidate Committee*

- Select Expenditures from within the descriptions of the Summary Page.
- Double-click on Expenditures to launch the transaction information window.
- Enter the appropriate Expenditures information as follows:

| | |
|---|---|
| **Name** | Enter the name of the entity from which the receipt originates. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information. (See instructions under **Names**, Sec. 3). |
| **Date** | Enter the date of this Expenditure. |
| **Amount** | Enter the amount of this Expenditure. |
| **Check Box** | The non-monetary check box will be disabled during this transaction. |
| **Description** | Enter a brief description, if any, of this Expenditure. |

- For additional Expenditure entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

**Qualifying Contributions for Public Funding -** You have the option of selecting which form the Qualifying Contribution for Public Funding is placed by placing a mark in the Expenditure for Public Funding check box. At the bottom of the Transaction window you must select from either Primary/1st Special Election or General/2nd Special Election.

### *Modifying, Deleting or Cloning Expenditures – Candidate Committee*

For modifying an Expenditure, right-click within the Transactions window on the Expenditure that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting an Expenditure, right-click within the Transactions window on the Expenditure that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Expenditure elsewhere within this report, HERTS2 will prompt you to verify deletion of this Expenditure. Choose **Yes** if you are sure you wish to delete this Expenditure. If there are dependencies elsewhere within this report that require this Expenditure to be included, HERTS2 will prompt you with this warning and you will be unable to delete the Expenditure at this time.

For cloning an Expenditure, right-click within the Transactions window on the Expenditure that you wish to Clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.

- **Note:** The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

## Schedule C – Public Funds and Other Receipts – Candidate Committee

***Recording Public Funds and Other Receipts – Candidate Committee***

- Select Public Funds or Other Receipts from within the descriptions of the Summary Page.
- Double-click on Public Funds or Other Receipts to launch the transaction information window.
- Enter appropriate Public Funds or Other Receipts information as follows:

  - **Name** Enter the name of this Transaction entity. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information. (See instructions under **Names**, Sec. 3).
  - **Date** Enter the date of this Transaction.
  - **Amount** Enter the amount of this Transaction.
  - **Description** Enter a brief description of this Transaction.

- For additional Transaction entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

***Modifying, Deleting or Cloning Public Funds and Other Receipts – Candidate Committee***

For modifying this Transaction, right-click within the Transactions window on the Transaction that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting this Transaction, right-click within the Transactions window on the Transaction that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Transaction elsewhere within this report, HERTS2 will prompt you to verify deletion of this Transaction. Choose **Yes** if you are sure you wish to delete this Transaction. If there are dependencies elsewhere within this report that require this Transaction to be included, HERTS2 will prompt you with this warning and you will be unable to delete the Transaction at this time.

For cloning this Transaction, right-click within the Transactions window on the Transaction that you wish to Clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.
- **Note:** The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

## Schedule D – Loans – Candidate Committee

### *Recording Loans – Candidate Committee*

- Select Loans Received from within the descriptions of the Summary Page.
- Double-click on your selection to launch the transaction information window.
- Enter appropriate Loan information as follows:

| | |
|---|---|
| **Name** | Enter the name of the entity to which the loan is attributed. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information. (See instructions under **Names**, Sec.3). |
| **Date** | Enter the date of receipt or distribution of this Loan. |
| **Amount** | Enter the amount of this Loan. |
| **Description** | Enter a brief description, if any, of this Loan. |
| **Check Box** | Check this box (click once) if Immediate family member. |

- For additional Loan entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *New Payback of a Loan*

For New Payback of a Loan, right click within the Transactions window on the Loans Received that you wish to make a New Payback for and:

- Select New Payback.
- Enter the entity information (if this is a new entity, provide entity information when prompted to), name, date, amount, and description.
- If this portion of the Loan has been forgiven, select (click once) the Forgiven checkbox within the transaction information screen. If this Loan has been forgiven, the Loan will be marked with an asterisk under the Transactions window.
- Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *New Accrual to a Loan*

For New Accrual to a Loan, right click Loans Received within the Transactions window on the Loan toward which you wish to make a New Accrual and:

- Select New Accrual.
- Enter the entity information (if this is a new entity, provide entity information when prompted to), name, date, amount and description.
- Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *Modifying, Deleting or Cloning a Loan*

For modifying a Loan, right-click within the Transactions window on the Loan that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.

- Correct or add any additional information and choose **OK**.  HERTS2 will then prompt you to verify integration of these changes.

For deleting a Loan, right-click within the Transactions window on the Loan that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Loan elsewhere within this report, HERTS2 will prompt you to verify deletion of this Loan.  Choose **Yes** if you are sure you wish to delete this Loan. If there are dependencies elsewhere within this report, which require this Loan to be included, HERTS2 will prompt you with this warning and you will be unable to delete the debt or loan at this time.

For cloning a Loan, right-click within the Transactions window on the Loan that you wish to Clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.
- **Note:**  The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.**  Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

## Schedule E – Unpaid Expenditures – Candidate Committee

### *Recording Unpaid Expenditures – Candidate Committee*

- Select Unpaid Expenditure from within the descriptions of the Summary Page.
- Double-click on Unpaid Expenditure to launch the transaction information window.
- Enter the appropriate Unpaid Expenditure information as follows:

| | |
|---|---|
| **Name** | Enter the name of the entity from which the Unpaid Expenditure originates. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information (See instructions under **Names**, Sec. 3). |
| **Date** | Enter the date of this Unpaid Expenditure. |
| **Amount** | Enter the amount of this Unpaid Expenditure. |
| **Description** | Enter a brief description of this Unpaid Expenditure. |

- For additional Unpaid Expenditure entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *New Payback of an Unpaid Expenditure*

For New Payback of an Unpaid Expenditure, right click within the Transactions window on the Loans Received that you wish to make a New Payback for and:

- Select New Payback.
- Enter the entity information (if this is a new entity, provide entity information when prompted to), name, date, amount and description.
- If this portion of the Unpaid Expenditure has been forgiven, select (click once) the Forgiven checkbox within the transaction information screen. If this Unpaid Expenditure has been forgiven, the Unpaid Expenditure will be marked with an asterisk under the Transactions window.
- Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *New Accrual to an Unpaid Expenditure*

For New Accrual to an Unpaid Expenditure, right click Unpaid Expenditures within the Transactions window on the Unpaid Expenditure toward which you wish to make a New Accrual and:

- Select New Accrual.
- Enter the entity information (if this is a new entity, provide entity information when prompted to), name, date, amount and description.
- Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *Modifying, Deleting or Cloning an Unpaid Expenditure*

For modifying an Unpaid Expenditure, right-click within the Transactions window on the Unpaid Expenditure that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.

- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting an Unpaid Expenditure, right-click within the Transactions window on the Unpaid Expenditure that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Unpaid Expenditure elsewhere within this report, HERTS2 will prompt you to verify deletion of this Unpaid Expenditure. Choose **Yes** if you are sure you wish to delete this Unpaid Expenditure. If there are dependencies elsewhere within this report, which require this Unpaid Expenditure to be included, HERTS2 will prompt you with this warning and you will be unable to delete the Unpaid Expenditure at this time.

For cloning an Unpaid Expenditure, right-click within the Transactions window on the Unpaid Expenditure that you wish to clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.
- **Note:** The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

## Acquisition of Durable Assets – Candidate Committee

### *Recording an Acquisition of Durable Assets – Candidate Committee*

- Select Acquisition of Durable Assets from within the descriptions of the Summary Page.
- Double-click on Acquisition of Durable Assets to launch the transaction information window.
- Enter the appropriate Acquisition of Durable Assets information as follows:

| | |
|---|---|
| **Name** | Enter the name of the entity from which the Acquisition of Durable Asset originates. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information (See instructions under **Names**, Sec. 3). |
| **Date** | Enter the date of the Acquisition. |
| **Amount** | Enter the Acquisition cost or fair market value. |
| **Check Box** | This checkbox will be disabled during this transaction. |
| **Description** | Enter a brief description, if any, of this Durable Asset. |

- For additional Acquisition of Durable Asset entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *Modifying, Deleting or Cloning an Acquisition of Durable Asset Entry*

For modifying an Acquisition of Durable Asset, right-click within the Transactions window on the Acquisition of Durable Asset entry that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting an Acquisition of Durable Asset entry, right-click within the Transactions window on the Acquisition of Durable Asset entry that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Durable Asset elsewhere within this report, HERTS2 will prompt you to verify deletion of this Durable Asset. Choose **Yes** if you are sure you wish to delete this Durable Asset. If there are dependencies elsewhere within this report, which require this Durable Asset to be included, HERTS2 will prompt you with this warning and you will be unable to delete the Durable Asset at this time.

For cloning an Acquisition of Durable Asset entry, right-click within the Transactions window on the Acquisition of Durable Asset entry that you wish to clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.
- **Note:** The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

## Disposition of Durable Assets – Candidate Committee

### *Recording a Disposition of a Durable Asset – Candidate Committee*

- Select Deposition of Durable Assets from within the descriptions of the Summary Page.
- Double-click on Disposition of Durable Assets to launch the transaction information window.
- Enter the appropriate Disposition of Durable Asset information as follows:

| | |
|---|---|
| **Name** | Enter the name of the entity acquiring the Durable Asset. If the entity already exists (has been entered previously) within the Names window, you may search for it by entering the first few letters of the entity or by scrolling through the drop-down list. If this is a new entity, you will be prompted to fill out relevant entity information (See instructions under **Names**, Sec. 3). |
| **Date** | Enter the date of Disposition. |
| **Amount** | Enter the amount or fair market value of the Durable Asset. |
| **Check Box** | The non-monetary check box will be disabled during this transaction. |
| **Description** | Enter a brief description of this Durable Asset. |

- For additional Disposition of Durable Asset entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

### *Modifying, Deleting or Cloning a Disposition of Durable Asset Entry*

For modifying a Disposition of Durable Asset entry, right-click within the Transactions window on the Disposition of Durable Asset entry that you wish to modify and:

- Select Modify from the edit window or right-click the mouse button and select Modify.
- Correct or add any additional information and choose **OK**. HERTS2 will then prompt you to verify integration of these changes.

For deleting a Disposition of Durable Asset entry, right-click within the Transactions window on the Disposition of Durable Asset entry that you wish to delete and:

- Select Delete from the edit window or right-click the mouse button and select Delete.
- If there are no dependencies for this Durable Asset elsewhere within this report, HERTS2 will prompt you to verify deletion of this Durable Asset. Choose **Yes** if you are sure you wish to delete this Durable Asset. If there are dependencies elsewhere within this report, which require this Durable Asset to be included, HERTS2 will prompt you with this warning and you will be unable to delete the Durable Asset at this time.

For cloning a Disposition of Durable Asset entry, right-click within the Transactions window on the Disposition of Durable Asset entry that you wish to clone and:

- Select Clone from the edit window or right-click the mouse button and select Clone.
- **Note:** The Clone feature allows users to make copies of an already existing entry without having to go through the summary page to initiate the transaction.
- For additional Clone entries, choose **Next.** Choose **OK** to update your report with the information you have entered or choose **Cancel** to return to the Transaction window without adding or updating information.

# Section 4

# Filing Your Report

After all required information for your report has been successfully entered, there are a series of validation and configuration procedures necessary for verifying the integrity of your data and filing your report.

## ***Preparing your Report to File***

### ***Registering your report as "Filed" within the HERTS2 program***

Once you have entered all data for a report, and are ready to submit your filing electronically, you must indicate to the HERTS2 program that this report is "complete" and ready for submission. To register your report as "filed":

- Right-click within the 'Reports' window on the report that you wish to prepare for electronic submission.
- Select **File Form**
- Enter the Date Filed (today's date), Time* and Date Signed.
- Select from the drop list, the person who is responsible for signing this report.

* If you do not enter a time, the default entry will be recorded as 11:59:59; one second before midnight for the date filed on.
**The correct time format for this transaction is: 3:00 PM ----- 3pm or 3:00 p.m. will not record.**

## ***Previewing and Printing Your Report***

The preview and print utility is accessible at any time during the reporting process. This enables you to verify your data as you would on paper form previous to submission. It is recommended that you preview your data before you submit electronically.

### ***HIPrint - Features and Functions***

HIPrint is the utility for previewing and printing a hard copy of your data. You can access this utility at any time from the file menu, or by clicking on the print shortcut button on your toolbar.

The HIPrint utility will display whichever report is active at that time. A new screen will appear with an electronic representation of your data entered for this report. You can scroll down to view attached schedules suing the scrollbar or directional keys on your keyboard.

To print your report for review in hard copy format, choose **Print** from the file menu or click once on the printer icon.

To 'zoom' in or out for easier viewing, choose **Zoom** from the view menu or click once on the magnify icon. The default percentage is 100%. You may enter a different value to zoom in or out.

To exit HIPrint, choose **Exit** from the file menu.

## ***Validating and Uploading Your Report***

You may validate your report at any time to detect errors in advance of electronic submission. Initiating the upload utility (HILoad) will automatically spawn the validation utility.

### *Validate your Report*

The Validation utility will check whichever report is active at that time for errors. To check your report for errors, choose **Validate** from the file menu, or click once on the validate icon located on the toolbar.

A new window (Validation) will open and display any errors that HERTS2 found within your dataset. If there are fatal errors within your dataset, it will fail validation and you must return to your report to correct these errors.

### *Errors*

There are two types of errors, warnings and fatal errors. Each is represented by either the letter (W) for warning or (F) for fatal.

Warning errors indicate that data may be missing, but may or may not be required. Reports with warning errors will still be eligible for the upload utility, but it is recommended that you review these errors to ensure data integrity.

Fatal errors indicate that there is missing or errant required data. Reports with fatal errors will not be eligible for the upload utility until these errors are corrected.

On the validation report, located next to each error, is a location and description of the error, for easier tracking so that you may return to your filing to correct them.

**Note: During validation, if you are shown that you have a fatal error because the Report Date requires a value, this is because the HERTS2 software needs this information in order to mark the report as being filed and ready for filing. You cannot manually fix this error as it will require that you immediately complete your current filing to do so, and this may not be an option if you are testing for errors 'as you go along' in your filing process. However, this error will automatically be remedied after your *filing is complete* and you have entered a 'Filed on' date under the File Report window.**

### *HILoad – Features and Functions*

To upload your report, choose **Upload** from the file menu or click once on the upload icon located on your toolbar. The Upload utility automatically initiates the validation utility. If your filing passes validation, a new screen (HILoad) will appear.

### *Configuring HILoad*

To configure HILoad, select **Configure** from the file menu or click once on the configure icon located on the toolbar and:

- Select TCP/IP for submitting a filing over the Internet or select the appropriate drive location for upload to diskette (A: or B:)
- For TCP/IP host (Internet submission), enter: **election.sdrdc.com** if it does not appear there already.
- Under Filer Information, enter a reply Email address for a filing confirmation response.
- Under the Agency ID, enter **HI2000**, if it does not appear there already.
- Choose **OK**.

### *Uploading Your Report*

After HILoad is configured properly, select **Upload** from the file menu or click once on the upload icon located on the toolbar and:

- Select your filing from the list of files. The HILoad utility will automatically search the default storage directory for filings. If you have stored your filing under a different directory, you will need to navigate to that directory in order to locate your filing.
- Your filing will have a **HI_pdp** extension type. Preceding this extension will be the name you have saved your filing as. If you did not give your filing a specific name, it will be given a sequential number.
- Choose **OK**.
- Select either TCP/IP (for filing over the Internet) or the correct drive location (A: or B: for uploading to diskette).
- Enter your password and Filing ID as assigned by the Hawaii CSC.
- Choose **OK**, and your filing will automatically be transmitted based on your choice of upload. If you chose to file over the Internet, be sure that you are "on-line" at the time of upload. If you chose to file to diskette, be sure that there is a blank diskette in the assigned drive at the time of upload.

# Section 5

## Amending a Report

After registering a report as “Filed” within HERTS2, it is not possible to change the data for this report.  The only way to correct any errant entries is to file an amendment to this report.  To amend an errant report or transaction which has already been “Filed”:

- Select the report for which you wish to file an amendment against.
- Choose **Amend** from the edit menu, or right-click on the report and select **Amend**.

Amended Reports will appear under the Reports window with the same information, preceded with an (A).  At this time, you may amend transactions or other information within your dataset that you wish to amend, and proceed to file electronically.

You will notice that the software will still allow you to create transactions to an already filed report, but they do not appear on the "Report Transactions" window, nor do they appear on the report. This is because the software knows that the report has already been marked as "Filed" and is closed to any additions, modifications, or deletions.  The software assumes that additional transactions made that are covered by an already "filed" report are amendments.

Once you create an actual amended report, the additional transactions that you made will appear on this amended report.  You will also notice that the software seems to allow you to modify or delete a transaction that is associated with an already "filed" report but does not record the modification or deletion.  The software is allowing you to view the transaction but it is not recording any modifications or deletions.  For modifications or deletions to occur, they must happen within the amendment.

When the user marks a report as filed and does not place a time in the Time field, the software places a predetermined time in this field.  The reason that this is done is because the software needs to know when the filing occurs so that all subsequent filings are marked to take place after the last filing.  The software will not allow the user to file a report before the date and time of an already filed report.

**Note:**  The "Amend" feature differs from the "Modify" feature in that, after a report has been referenced with a filed on date, you can no longer modify transactions within that report.  All transactions must be *amended* after a report has been "filed".  If a report has not been referenced with a filed on date, then you are still able to modify transactions within the report.

**Note:**  Similarly, you cannot delete existing transactions within an amendment.  You must "de-report" these transactions.

**Note:**  De-report completely removes an earlier reported transaction.

# Index